

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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Procedure # 01.30.32      Employee Development Module for Training Administrators

Purpose                      To describe the procedures and policies to be used by all state agency training administrators when registering students in training classes offered by the Department of Personnel and individual State agencies.

It will allow administrators an efficient and effective way to register students for State offered classes, maintain and print student transcripts, enroll and drop students from classes and many other features.

Timing

Associated Regulations      NAC 284.842 Types of training.

NAC 284.484 Release time or leave to attend training. (NRS 284.343, 284.345)

NAC 284.485 Criteria for approving or denying training or education requested (NRS 284.343, 284.345)

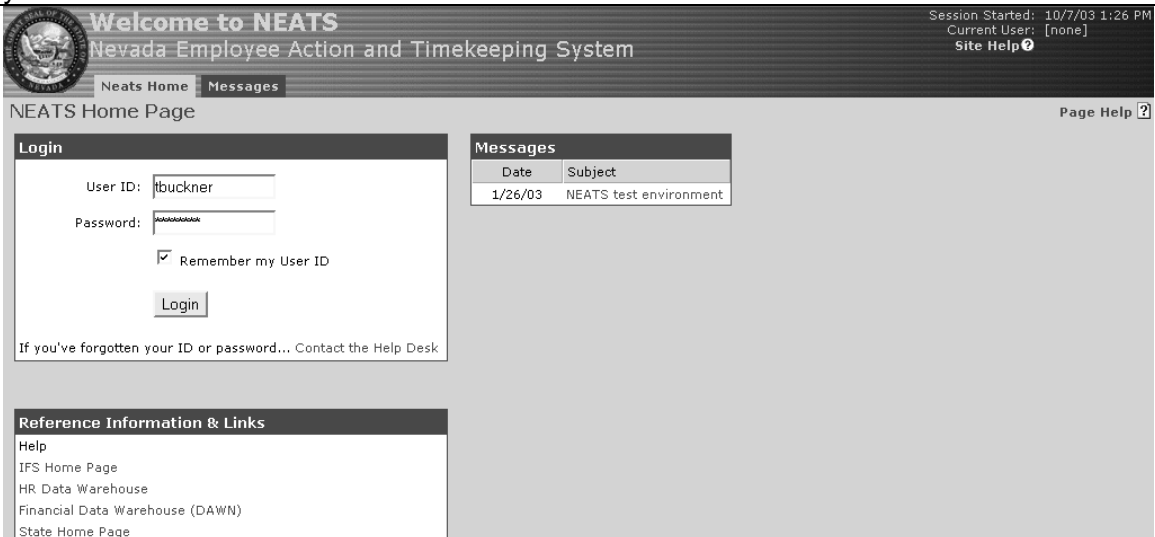
NAC 284.486 Money for training to be used to produce greatest benefit in relation to cost of training. (NRS 284.343)

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

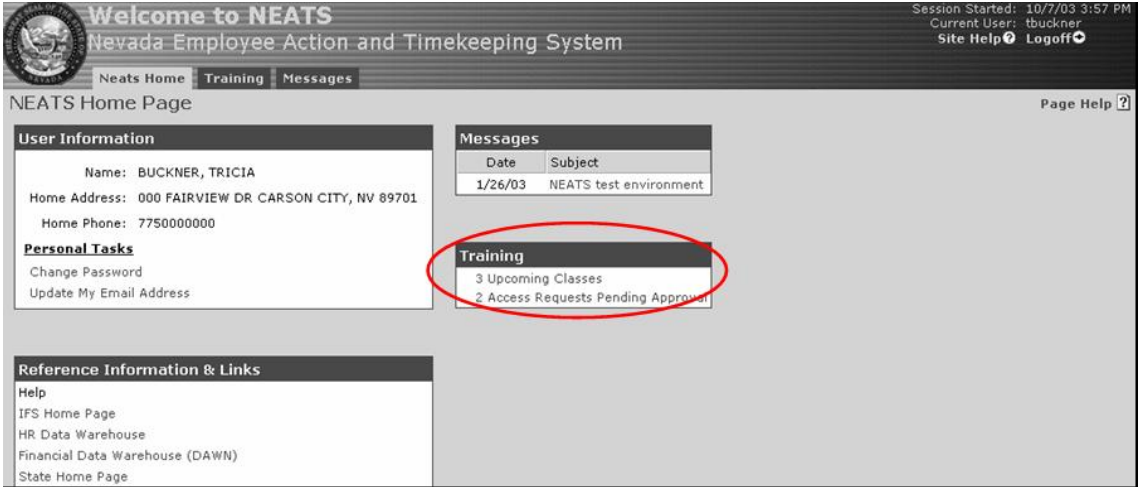
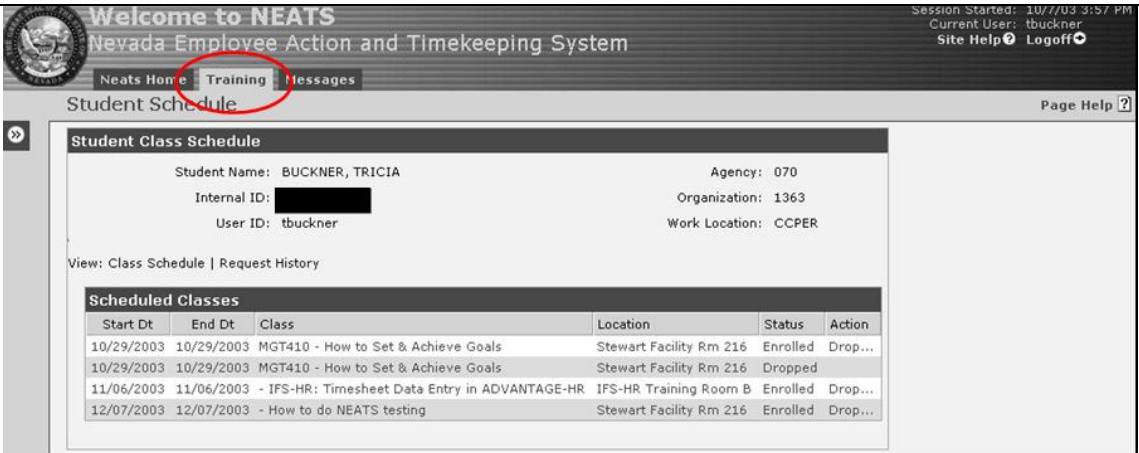
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Associated Regulations, cont'd	NAC 284.490 Reimbursement or prepayment for training or education. (NRS 284.343)
	NAC 284.494 Request for training.
	NAC 284.498 Training of supervisory employee. (NRS 284.155, 284.343)
	NAC 284.502 Training of managerial employees.
	NAC 284.510 Responsibilities or appointing authorities.
Associated Procedures	None.

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

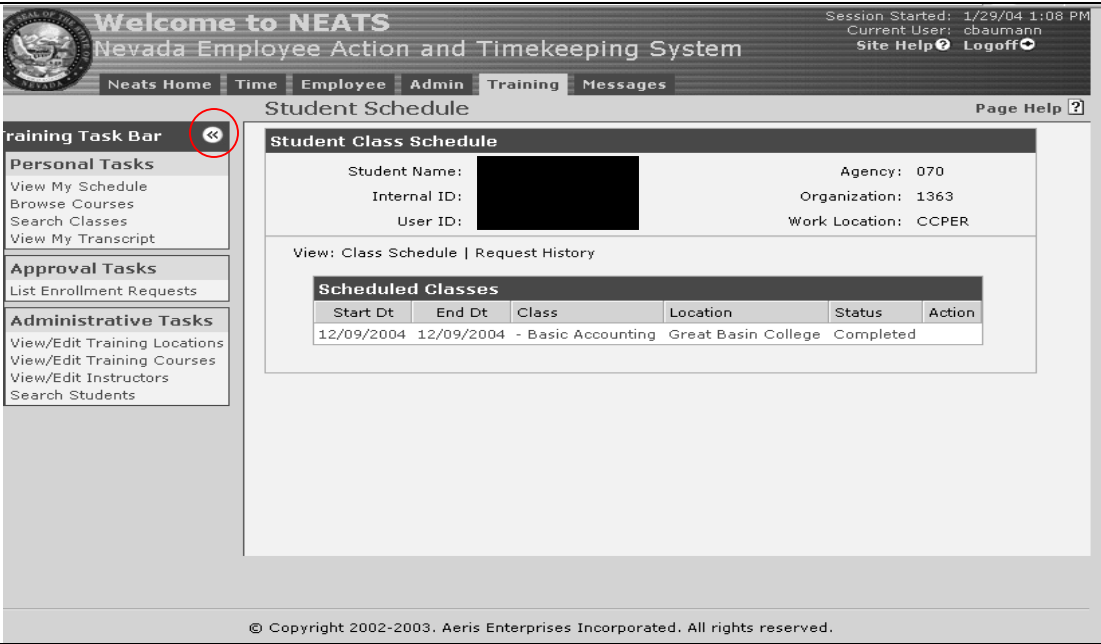
Training Administrator Procedures	
Step	
	<b>LOGIN</b>
	<p style="text-align: center;"><b>Policy on Agency Administrator Access</b></p> <p>Access to the Administrative Tasks in the Employee Development System of NEATS will be limited to those agency Training Representatives who register students into the system and need to:</p> <ul style="list-style-type: none"> <li>▪ View or edit their agency training courses or classes to: <ul style="list-style-type: none"> <li>• Add a new course</li> <li>• Add a new class</li> </ul> </li> <li>▪ Enroll or drop a student(s) from any class</li> <li>▪ View and/or add to a student's transcript to: <ul style="list-style-type: none"> <li>• Enter additional student history</li> <li>• Print a Transcript</li> </ul> </li> <li>▪ Access various student records for their agency.</li> </ul> <p>For administrative access, contact Mary Kauffman at (775) 684-0136 or <a href="mailto:mkauffman@dop.nv.gov">mkauffman@dop.nv.gov</a>.</p>
1.	From your Internet browser, enter the following address: <a href="http://neats.state.nv.us/NEATS">http://neats.state.nv.us/NEATS</a> .
2.	To initially login to NEATS, please contact your Agency Training Representative or the IFS-HR Help Desk for instructions. If you already have your password established, login by entering your User ID or Internal ID and Password.
	
	<b>Note:</b> Your User ID is normally the first initial of your first name and the first seven characters

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**


	of your last name. If there is more than one user with the same first initial and last name, a number will be assigned as the last character(s).
3.	On the NEATS Home Page, your User ID will be designated in the upper right corner as Current User. If you have any training activity (i.e. upcoming classes) this information will also be displayed on your NEATS Home Page listed under Training.
	
4	Click on the Training tab to access your training information.
	

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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5.	Click on the "Training Task Bar" for options.
	 <p>© Copyright 2002-2003. Aeris Enterprises Incorporated. All rights reserved.</p>
	<b>View/Edit Training Courses</b>
6.	To view or edit a Training Course, click on 'View/Edit Training Courses.' From the 'Course List', click on the course you wish to view or edit. This will bring you to the 'Course Details' screen.

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**



**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 1/29/04 1:08 PM  
Current User: cbaumann  
[Site Help](#) [Logoff](#)

[Neats Home](#) [Time](#) [Employee](#) [Admin](#) [Training](#) [Messages](#)

**Training Task Bar** <<  
**Personal Tasks**  
[View My Schedule](#)  
[Browse Courses](#)  
[Search Classes](#)  
[View My Transcript](#)  
**Approval Tasks**  
[List Enrollment Requests](#)  
**Administrative Tasks**  
[View/Edit Training Locations](#)  
[View/Edit Training Courses](#)  
[View/Edit Instructors](#)  
[Search Students](#)


**Course List**  
Sponsoring Agency: << Any >>  

Course Code	Course Name	Attendance	
		Min	Max
DOP 100	ALL ABOUT HIRING	5	25
STE210	Alcohol and Drug Testing Program	25	28
	Basic Accounting	0	10
	Basic Accounting I	0	10
	Certification for State Contract Managers	10	28
	Change Happens: Dealing With It	26	36
MGT310	Coaching for Supervisors	12	36
333	Communicating Effectively in a Grant	10	25
	Communication Conflict: What Now?	20	36
	Communication: Back to the Basics	25	28
	Communication: Effective Writing	26	32
	Communication: Listen Up	25	36
	Communication: What's My Style?	25	28
	Communication: Writing for Success II	10	36
	Communication: Writing for Success I	10	36
123	Counting	5	25
	Customer Service: Office Etiquette	15	28
	Customer Service: Practices	15	28

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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7. Now you can edit the course, then select 'Update' to complete your changes, or 'Cancel' if not

 <b>Welcome to NEATS</b> Nevada Employee Action and Timekeeping System		Session Started: 10/8/03 10:59 AM Current User: tbuckner <a href="#">Site Help</a> <a href="#">Logoff</a>
<a href="#">Neats Home</a> <a href="#">Training</a> <a href="#">Messages</a>		
<b>Course Detail</b>		<a href="#">Page Help</a>
<div><b>Course Details</b></div> <div>Course Code: <input type="text" value="MGT410"/></div> <div>Course Name: <input type="text" value="How to Set &amp; Achieve Goals"/></div> <div>Description: <div>Have you ever set goals for yourself, and then given up because you felt you couldn't achieve them? Or do you believe that setting goals tends to be a waste of time? This course helps you to identify those goals in your professional and personal life that will lead you toward success and</div></div> <div>Sponsor Agency: <input type="text" value="070 DEPARTMENT OF PERSONNEL"/></div> <div><input type="checkbox"/> Limit Enrollment to Agency : <input type="text"/></div> <div><input type="checkbox"/> External User Enrollment Allowed</div> <div>Provider: <input type="text"/></div> <div>Enrollment Limits: Min: <input type="text" value="26"/> Max: <input type="text" value="28"/> Course Fee: <input type="text" value="0.0"/></div> <div>Prerequisites: <div></div></div> <div><input type="button" value="Update"/> <input type="button" value="Delete"/> <input type="button" value="List Classes"/> <input type="button" value="Cancel"/></div>		

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**


## ENROLLING A STUDENT

8.

To enroll a student in a class **specific to your agency** click on “View/Edit Training Courses” under the Administrative Task Bar. Then click on the “List Classes to the right of the selected Course.

To enroll a student in a class **offered by another agency** such as the Department of Personnel, click on “Browse Courses” under the Personal Task Bar. Then click on the “List Classes to the right of the selected Course.

**NOTE:** From this point forward follow the next four steps.



### Welcome to NEATS

Nevada Employee Action and Timekeeping System

Session Started: 1/29/04 1:00  
 Current User: cbaumann  
[Site Help](#) [Logoff](#)

[Neats Home](#) | [Time](#) | [Employee](#) | [Admin](#) | [Training](#) | [Messages](#)

Page Hel

#### Training Task Bar

**Personal Tasks**  
[View My Schedule](#)  
[Browse Courses](#)  
[Search Classes](#)  
[View My Transcript](#)

**Approval Tasks**  
[List Enrollment Requests](#)

**Administrative Tasks**  
[View/Edit Training Locations](#)  
[View/Edit Training Courses](#)  
[View/Edit Instructors](#)  
[Search Students](#)

#### Course List

Sponsoring Agency: << Any >>

Course Code	Course Name	Attendance		Action
		Min	Max	
DOP 100	ALL ABOUT HIRING	5	25	List Classes...
STE210	Alcohol and Drug Testing Program	25	28	List Classes...
	Basic Accounting	0	10	List Classes...
	Basic Accounting I	0	10	List Classes...
	Certification for State Contract Managers	10	28	List Classes...
	Change Happens: Dealing With It	26	36	List Classes...
MGT310	Coaching for Supervisors	12	36	List Classes...
333	Communicating Effectively in a Grant	10	25	List Classes...
	Communication Conflict: What Now?	20	36	List Classes...
	Communication: Back to the Basics	25	28	List Classes...
	Communication: Effective Writing	26	32	List Classes...
	Communication: Listen Up	25	36	List Classes...
	Communication: What's My Style?	25	28	List Classes...
	Communication: Writing for Success II	10	36	List Classes...
	Communication: Writing for Success I	10	36	List Classes...
123	Counting	5	25	List Classes...
	Customer Service: Office Etiquette	15	28	List Classes...



**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

9. This will bring you to the Training Class Details page. Click on 'View Roster' to get a list of students currently enrolled in class.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/8/03 10:59 AM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

**Class Detail** Page Help ?

**Training Class Details**

Course Code: MGT410 Min Enrollment: 26  
Course Name: How to Set & Achieve Goals Max Enrollment: 28  
Sponsor Agency: 070 DEPARTMENT OF PERSONNEL Course Fee: \$0.00  
Course Description: Have you ever set goals for yourself, and then given up because you felt you couldn't achieve them? Or do you believe that setting goals tends to be a waste of time? This course helps you to identify those goals in your professional and personal life that will lead you toward success and

Status: Open Start Date: 10/29/2003  
Current Enrollment: 1 View Roster End Date: 10/29/2003  
Instructor(s): Add Instructor(s) Primary Location: Stewart Facility Rm 216  
Class Notes:

Session	Session Date	Start Time	End Time	Location
1	Wed 10/29/2003	8:30 AM	4:30 PM	Stewart Facility Rm 216

Edit Session Data...

Update Close Class Cancel Class Done

10. Click on 'Enroll a New Student' if you choose to add a student to the class.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/8/03 10:59 AM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

**Class Roster** Page Help ?

**Training Class Roster**

Course Code: MGT410 Min Enrollment: 26  
Course Name: How to Set & Achieve Goals Max Enrollment: 28  
Status: Open Current Enrollment: 1

Enroll a New Student

Student Name	User ID	Phone	Email	Agency	Action
BUCKNER, TRICIA	tbuckner	(775)684-8696	tbuckner@ifs.state.nv.us	070	Drop... Enter Evaluation...

Use the controls below to enter evaluations for all students in the class for whom an evaluation has not already been entered. The data from this form will be used for each evaluation.

Attendance: Complete Status: N/A Grade: Apply

**Pending Enrollment Requests**


Student Name	User ID	Agency	Action
No Pending Enrollment Requests			

Mail Merge... Print Class Roster... Done

11. Complete the fields to add either a Registered Student (current State of Nevada employee) or an Unregistered Student (external user). To Add a Registered Student, complete the required fields (i.e. Student Name or Internal Id and click 'Search'. Then click on 'Enroll Student' in the

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

Action column following the correct name.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/8/03 10:59 AM  
Current User: tbuckner  
[Site Help](#) [Logoff](#)

[Neats Home](#) [Training](#) [Messages](#)

Enroll a New Student Page Help ?

**Enroll New Student**

Course Code: MGT410 Start Date: 10/29/2003  
Course Name: How to Set & Achieve Goals End Date: 10/29/2003  
Status: Open Current Enrollment: 1

**Add an Unregistered Student**  
*To enroll a student that is not registered with NEATS, fill in the information in the form below and click Enroll.*  
First Name:  Last Name:   
Phone:  Email:   
Employer:

**Add a Registered Student**  
*To enroll an existing NEATS user, use the form below to enter search criteria to locate the NEATS User and then click Search.*  
Student Name (Last, First):    
Internal Id:

Name	User ID	Agency	Org	Work Location	Action
extuser1	Buckner, Tricia	**Not Found**	**Not Found**	**Not Found**	Enroll Student...
tbuckner	BUCKNER, TRICIA	070	1363	CCPER	Enroll Student...
testing	Buckner, Tricia	**Not Found**	**Not Found**	**Not Found**	Enroll Student...
testing3	Bucknert, Tabitha	**Not Found**	**Not Found**	**Not Found**	Enroll Student...

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

12. Click on “OK” to confirm. The student will now appear on the roster and will receive an email confirming the enrollment.

The screenshot shows the 'Welcome to NEATS' header with navigation links for 'Neats Home', 'Training', and 'Messages'. The 'Class Roster' section displays course information for 'MGT410: How to Set & Achieve Goals'. Below this, the 'Enrolled Students' table lists four students, with the first row circled in red. The 'Action' column for each student contains a 'Drop...' link. Below the table are controls for attendance, status, and grade, and a 'Pending Enrollment Requests' section.

Student Name	User ID	Phone	Email	Agency	Action
BUCKNER, TRICIA	tbuckner	(775)684-8696	tbuckner@ifs.state.nv.us	070	Drop... Enter Evaluation...
Buckner, Tricia	testing	(775)684-5516	tbuckner@doit.state.nv.us	**Not Found**	Drop... Enter Evaluation...
Buckner, Tricia	testing	(775)684-5516	tbuckner@doit.state.nv.us	**Not Found**	Drop... Enter Evaluation...
Buckner, Tricia	extuser1	(775)684-8696	tbuckner@doit.state.nv.us	**Not Found**	Drop... Enter Evaluation...

**Dropping a Student**

13. A student can be dropped from a class by clicking “Drop” from the Training Class Roster in Action column.

This screenshot is identical to the previous one, but the 'Drop...' link in the 'Action' column of the first row in the 'Enrolled Students' table is circled in red to indicate the action to be taken.

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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14. The Drop Class form will be displayed. In the Comments sections, state the reason for 'dropping' the student from the class and click on 'Drop'.

The screenshot shows the NEATS (Nevada Employee Action and Timekeeping System) interface. At the top, there is a header with the Nevada state seal, the text "Welcome to NEATS", and "Nevada Employee Action and Timekeeping System". Navigation links include "Neats Home", "Training", and "Messages". A session status bar at the top right shows "Session Started: 10/9/03 9:44 AM", "Current User: tbuckner", and "Site Help" and "Logoff" buttons. Below the header, the "Drop Class" form is displayed. It contains a "Drop Form" section with the following details: Enrollment Date: 10/08/2003, Enrollment Status: Enrolled, Student Name: Buckner, Tricia, Internal Empl ID: 5000000037, Course Code: MGT410, Start Date: 10/29/2003, Course Name: How to Set & Achieve Goals, and End Date: 10/29/2003. There is a "Comments:" label followed by a large text input area. At the bottom of the form are "Drop" and "Cancel" buttons. A "Page Help" link is visible in the top right corner of the form area.

15. The student will receive the following email notification.

The screenshot shows an email window titled "NEATS Class Drop - Message (Plain Text) - US-ASCII". The email header includes "From: David Lahti", "To: Tricia Buckner", "Cc:", "Subject: NEATS Class Drop", and "Sent: Thu 10/9/2003 9:49 AM". The email body contains the following text: "You have been dropped from a NEATS training class. The class is:", "Course: How to Set & Achieve Goals", "Dates: 10/29/2003 - 10/29/2003", "More specific information about the drop is as follows:", "Supervisor needed student to stay at work", and "This email is generated automatically and this email address is not monitored. Please do not reply to this email. If you have questions you can contact your Agency's Training Liaison." The email window has a standard menu bar (File, Edit, View, Insert, Format, Tools, Actions, Help) and a toolbar with icons for Reply, Reply to All, Forward, Print, and other actions.

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

16. Click on the 'Done' button to finalize the action.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/9/03 9:44 AM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

Class Roster Page Help ?

**Training Class Roster**

Course Code: MGT410 Min Enrollment: 26  
Course Name: How to Set & Achieve Goals Max Enrollment: 28  
Status: Open Current Enrollment: 3

Enroll a New Student...

**Enrolled Students**

Student Name	User ID	Phone	Email	Agency	Action
BUCKNER, TRICIA	tbuckner	(775)684-8696	tbuckner@ifs.state.nv.us	070	Drop... Enter Evaluation...
Buckner, Tricia	testing	(775)684-5516	tbuckner@doit.state.nv.us	**Not Found**	Drop... Enter Evaluation...
Buckner, Tricia	extuser1	(775)684-8696	tbuckner@doit.state.nv.us	**Not Found**	Drop... Enter Evaluation...

Use the controls below to enter evaluations for all students in the class for whom an evaluation has not already been entered. The data from this form will be used for each evaluation.

Attendance: Complete Status: N/A Grade: Apply...

**Pending Enrollment Requests**

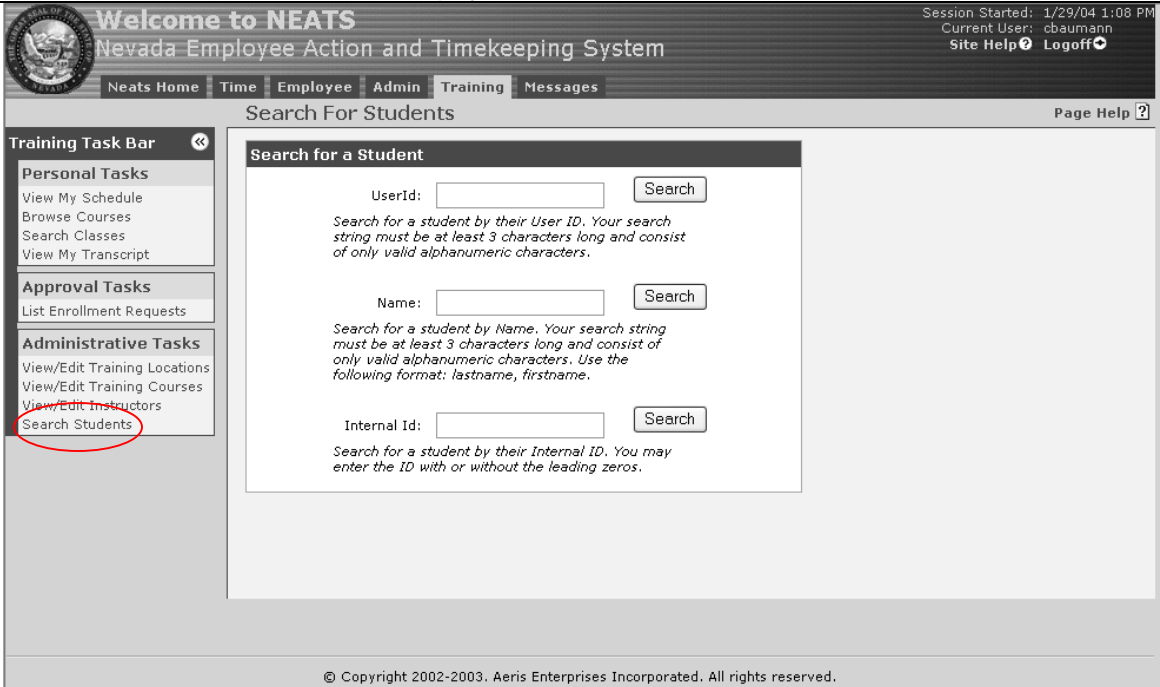
Student Name	User ID	Agency	Action
No Pending Enrollment Requests			

Mail Merge... Print Class Roster... Done

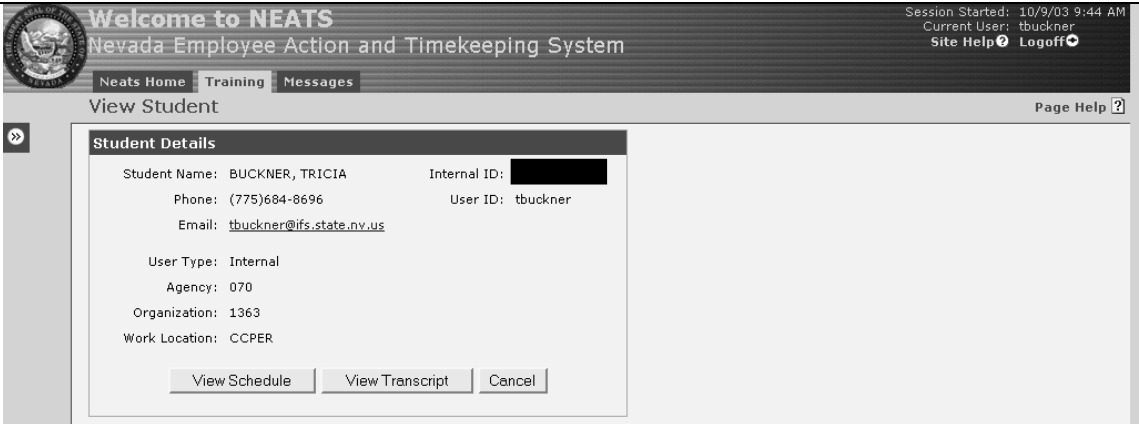
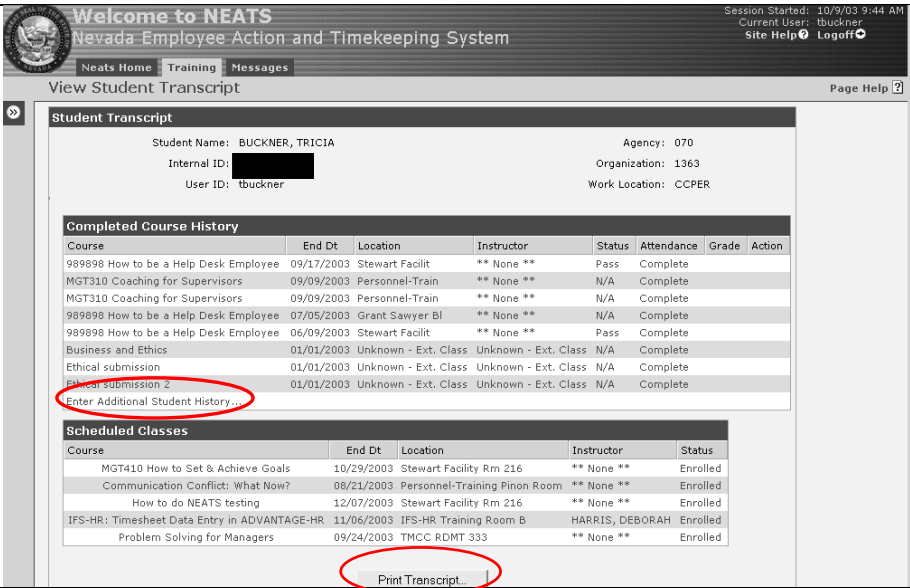
**Note:** Class Rosters can be printed from this view by clicking 'Print Class Roster'.

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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	<h3 style="text-align: center;">View/Edit a Student Transcript</h3>
	<p style="text-align: center;"><b>Policy on Adding Student Transcript Information</b></p> <p>Information will be added to the students "Completed Course History" file. The types of information that can be entered are:</p> <ul style="list-style-type: none"><li>• Community College courses</li><li>• University courses</li><li>• A student's degree(s) can be shown in the notes section</li><li>• On-line courses and degrees</li><li>• Conferences and/or workshops where certificates are issued for training or educational purposes.</li></ul> <p>Agency representatives will be responsible for entering this information and maintaining back-up documentation. Documentation should include diplomas, transcripts, certificates, etc.</p>
17.	<p>To view and/or edit a student's transcript, select 'Search Students' from the 'Training Task Bar.' Then enter search criteria (User ID, Name or Internal ID), click on 'Search,' then click on the name of the student's transcript you wish to access.</p>
	

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

18.	Click on 'View Transcript.'
	
19.	To print a transcript, click on 'Print Transcript.' Click on 'Enter Additional Student History' to add an outside class.
	
	<b>Note:</b> Transcript detail about an outside class can now be entered or edited. To edit or enter text, highlight the field requiring edit and type in correct information or click in the appropriate field and enter information where designated. Be sure and obtain certification of class completion from the student.

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

20. Click on 'Update' to finalize this addition.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/9/03 9:44 AM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

Enter External Class Page Help ?

**External Class**

Student Name: BUCKNER, TRICIA Internal ID: [REDACTED]  
Phone: (775)684-8696 User ID: tbuckner  
Email: [tbuckner@ifs.state.nv.us](mailto:tbuckner@ifs.state.nv.us)

User Type: Internal  
Agency: 070 Organization: 1363  
Work Location: CCPER

Course Code: [REDACTED]  
Course Name: Business Ethics


Start Date: Aug 1 2003 Attendance: Complete  
End Date: Sep 30 2003 Status: N/A  
Credits: [REDACTED] Grade: [REDACTED]  
Provider: Western Nevada Community College  
Notes: [REDACTED]

**Update** Cancel



**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

21. NEATS will confirm the transcript was updated successfully.



**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/9/03 9:44 AM  
Current User: tbuckner  
[Site Help](#) [Logoff](#)

[Neats Home](#) [Training](#) [Messages](#)

[View Student Transcript](#) Page Help ?

**Student Transcript**

External Class Updated Successfully

Student Name: BUCKNER, TRICIA  
Internal ID: XXXXXXXXXX  
User ID: tbuckner

Agency: 070  
Organization: 1363  
Work Location: COPER

**Completed Course History**

Course	End Dt	Location	Instructor	Status	Attendance	Grade	Action
Business Ethics	09/30/2003	Unknown - Ext. Class	Unknown - Ext. Class	N/A	Complete		
989898 How to be a Help Desk Employee	09/17/2003	Stewart Facilit	** None **	Pass	Complete		
MGT310 Coaching for Supervisors	09/09/2003	Personnel-Train	** None **	N/A	Complete		
MGT310 Coaching for Supervisors	09/09/2003	Personnel-Train	** None **	N/A	Complete		
989898 How to be a Help Desk Employee	07/05/2003	Grant Sawyer Bl	** None **	N/A	Complete		
989898 How to be a Help Desk Employee	06/09/2003	Stewart Facilit	** None **	Pass	Complete		
Business and Ethics	01/01/2003	Unknown - Ext. Class	Unknown - Ext. Class	N/A	Complete		
Ethical submission	01/01/2003	Unknown - Ext. Class	Unknown - Ext. Class	N/A	Complete		
Ethical submission 2	01/01/2003	Unknown - Ext. Class	Unknown - Ext. Class	N/A	Complete		

Enter Additional Student History...

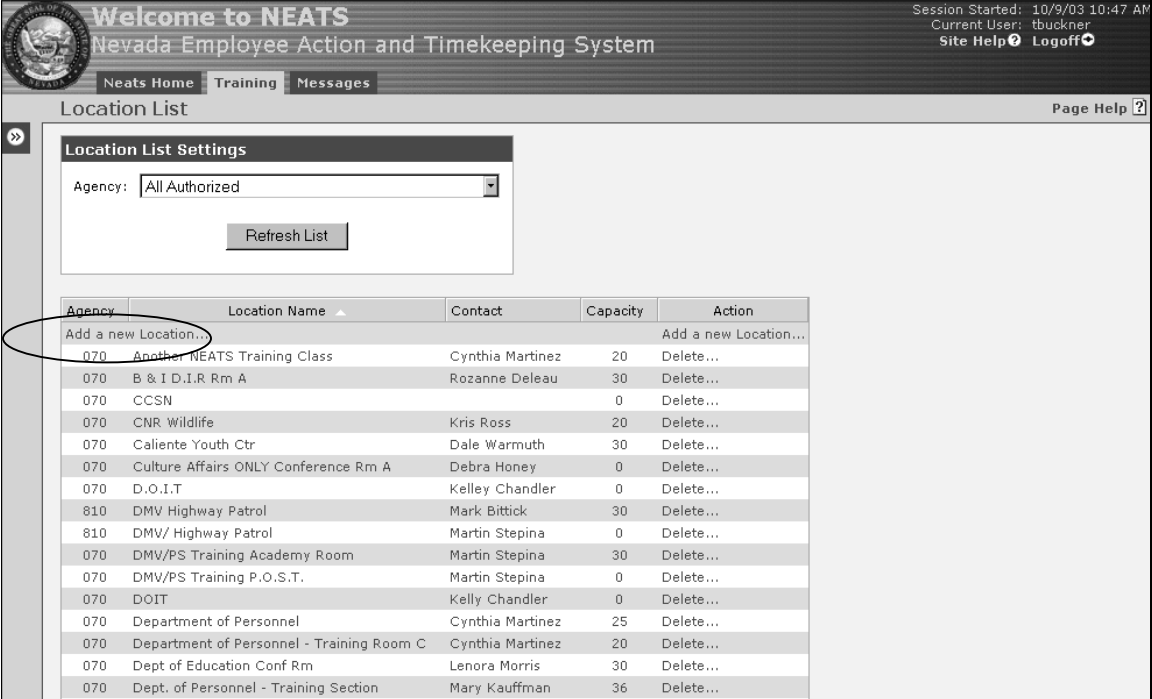
**Scheduled Classes**

Course	End Dt	Location	Instructor	Status
MGT410 How to Set & Achieve Goals	10/29/2003	Stewart Facility Rm 216	** None **	Enrolled
Communication Conflict: What Now?	08/21/2003	Personnel-Training Pinon Room	** None **	Enrolled
How to do NEATS testing	12/07/2003	Stewart Facility Rm 216	** None **	Enrolled
IFS-HR: Timesheet Data Entry in ADVANTAGE-HR	11/06/2003	IFS-HR Training Room B	HARRIS, DEBORAH	Enrolled
Problem Solving for Managers	09/24/2003	TMCC RDMT 333	** None **	Enrolled

Print Transcript...



**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

Step																																																																																											
23.	Click on 'Add a New Location.'																																																																																										
	 <p><b>Welcome to NEATS</b> Nevada Employee Action and Timekeeping System</p> <p>Session Started: 10/9/03 10:47 AM Current User: tbuckner Site Help Logoff</p> <p>Neats Home Training Messages</p> <p>Location List Page Help ?</p> <p><b>Location List Settings</b></p> <p>Agency: All Authorized</p> <p>Refresh List</p> <table border="1"><thead><tr><th>Agency</th><th>Location Name</th><th>Contact</th><th>Capacity</th><th>Action</th></tr></thead><tbody><tr><td>Add a new Location...</td><td></td><td></td><td></td><td>Add a new Location...</td></tr><tr><td>070</td><td>Another NEATS Training Class</td><td>Cynthia Martinez</td><td>20</td><td>Delete...</td></tr><tr><td>070</td><td>B &amp; I D.I.R Rm A</td><td>Rozanne Deleau</td><td>30</td><td>Delete...</td></tr><tr><td>070</td><td>CCSN</td><td></td><td>0</td><td>Delete...</td></tr><tr><td>070</td><td>CNR Wildlife</td><td>Kris Ross</td><td>20</td><td>Delete...</td></tr><tr><td>070</td><td>Caliente Youth Ctr</td><td>Dale Warmuth</td><td>30</td><td>Delete...</td></tr><tr><td>070</td><td>Culture Affairs ONLY Conference Rm A</td><td>Debra Honey</td><td>0</td><td>Delete...</td></tr><tr><td>070</td><td>D.O.I.T</td><td>Kelley Chandler</td><td>0</td><td>Delete...</td></tr><tr><td>810</td><td>DMV Highway Patrol</td><td>Mark Bittick</td><td>30</td><td>Delete...</td></tr><tr><td>810</td><td>DMV/ Highway Patrol</td><td>Martin Stepina</td><td>0</td><td>Delete...</td></tr><tr><td>070</td><td>DMV/PS Training Academy Room</td><td>Martin Stepina</td><td>30</td><td>Delete...</td></tr><tr><td>070</td><td>DMV/PS Training P.O.S.T.</td><td>Martin Stepina</td><td>0</td><td>Delete...</td></tr><tr><td>070</td><td>DOIT</td><td>Kelly Chandler</td><td>0</td><td>Delete...</td></tr><tr><td>070</td><td>Department of Personnel</td><td>Cynthia Martinez</td><td>25</td><td>Delete...</td></tr><tr><td>070</td><td>Department of Personnel - Training Room C</td><td>Cynthia Martinez</td><td>20</td><td>Delete...</td></tr><tr><td>070</td><td>Dept of Education Conf Rm</td><td>Lenora Morris</td><td>30</td><td>Delete...</td></tr><tr><td>070</td><td>Dept. of Personnel - Training Section</td><td>Mary Kauffman</td><td>36</td><td>Delete...</td></tr></tbody></table>	Agency	Location Name	Contact	Capacity	Action	Add a new Location...				Add a new Location...	070	Another NEATS Training Class	Cynthia Martinez	20	Delete...	070	B & I D.I.R Rm A	Rozanne Deleau	30	Delete...	070	CCSN		0	Delete...	070	CNR Wildlife	Kris Ross	20	Delete...	070	Caliente Youth Ctr	Dale Warmuth	30	Delete...	070	Culture Affairs ONLY Conference Rm A	Debra Honey	0	Delete...	070	D.O.I.T	Kelley Chandler	0	Delete...	810	DMV Highway Patrol	Mark Bittick	30	Delete...	810	DMV/ Highway Patrol	Martin Stepina	0	Delete...	070	DMV/PS Training Academy Room	Martin Stepina	30	Delete...	070	DMV/PS Training P.O.S.T.	Martin Stepina	0	Delete...	070	DOIT	Kelly Chandler	0	Delete...	070	Department of Personnel	Cynthia Martinez	25	Delete...	070	Department of Personnel - Training Room C	Cynthia Martinez	20	Delete...	070	Dept of Education Conf Rm	Lenora Morris	30	Delete...	070	Dept. of Personnel - Training Section	Mary Kauffman	36	Delete...
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**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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24. Complete the form and click "Update".

The screenshot shows the NEATS (Nevada Employee Action and Timekeeping System) interface. At the top, there is a header with the Nevada state seal, the text "Welcome to NEATS Nevada Employee Action and Timekeeping System", and session information: "Session Started: 10/9/03 10:47 AM", "Current User: tbuckner", and links for "Site Help" and "Logoff". Below the header is a navigation bar with "Neats Home", "Training", and "Messages". The main content area is titled "Location Detail" and includes a "Page Help" link. A "Location Details" form is displayed with the following fields: "Responsible Agency" (dropdown menu showing "070 DEPARTMENT OF PERSONNEL"), "Description" (text box with "CNR Wildlife"), "Short Description" (text box with "CNR Wildlife"), "Address" (text box with "1100 Valley Rd." and a "View Location Map..." link), "City" (text box with "Reno"), "State" (dropdown menu showing "NEVADA"), "Zip" (text box with "89520"), "Capacity" (text box with "20" and checkboxes for "Wheelchair Access" and "Internet Access"), "Contact" (text box with "Kris Ross"), "Phone" (text box with "(775) 688-1575"), "Email" (text box with a "Send Email..." link), "Web Site" (text box with a "Link..." link), and "Notes" (text area). At the bottom of the form are three buttons: "Update", "Delete", and "Cancel".

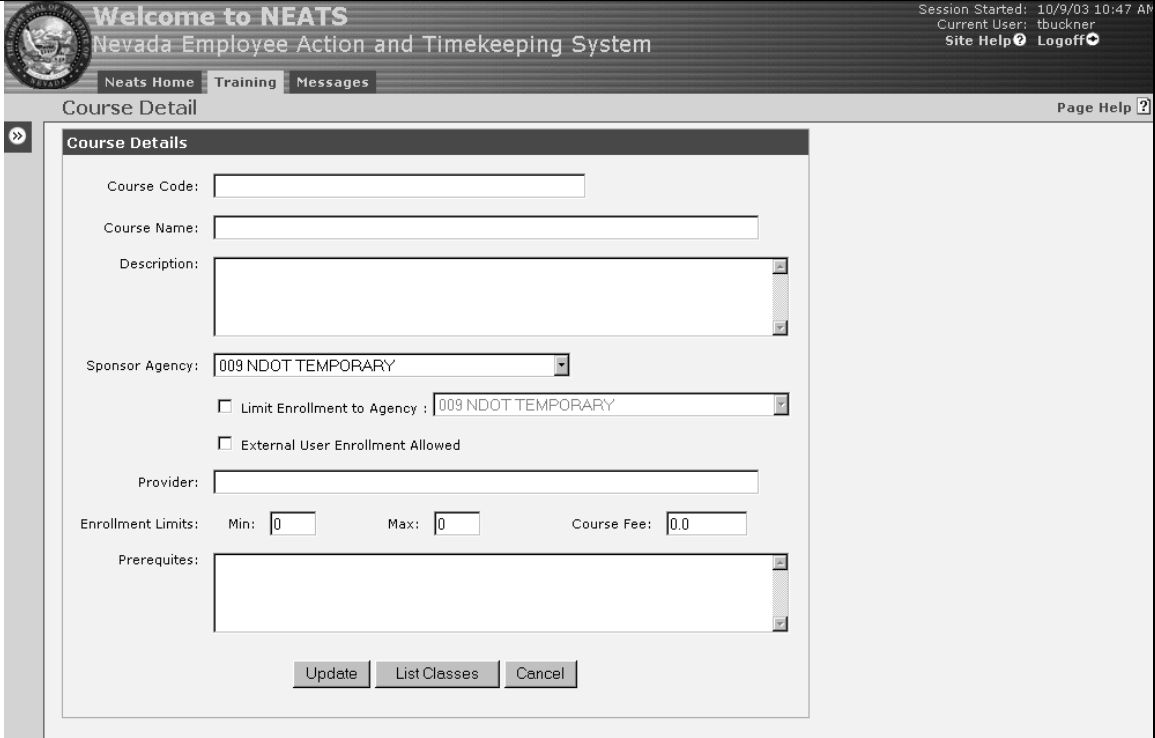
25. A message will designate the new location was added successfully.

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

	<b>Add/Create a New Course</b>																																																																																																																																																												
26.	To create a new course, open the 'Training Task Bar' and click on 'View/Edit Training Courses.' Then click on 'Add a new Course.'																																																																																																																																																												
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**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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27.	Complete the form and click "Update".
	 <p>The screenshot shows the NEATS (Nevada Employee Action and Timekeeping System) interface. At the top, there is a header with the Nevada State Seal, the text "Welcome to NEATS Nevada Employee Action and Timekeeping System", and session information: "Session Started: 10/9/03 10:47 AM", "Current User: tbuckner", and links for "Site Help" and "Logoff". Below the header is a navigation bar with "Neats Home", "Training", and "Messages". The main content area is titled "Course Detail" and contains a "Course Details" form. The form fields include: "Course Code" (text box), "Course Name" (text box), "Description" (text area), "Sponsor Agency" (dropdown menu showing "009 NDOT TEMPORARY"), "Limit Enrollment to Agency" (checkbox and dropdown), "External User Enrollment Allowed" (checkbox), "Provider" (text box), "Enrollment Limits" (Min: 0, Max: 0), "Course Fee" (0.0), and "Prerequisites" (text area). At the bottom of the form are three buttons: "Update", "List Classes", and "Cancel".</p>
28.	A message will designate the new location was added successfully.
	<b>Adding a Class</b>
29.	To create a class session for a course, open the 'Training Task Bar' and click on 'View/Edit Training Courses.'

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

30. Find the Course Name and then click on 'List Classes' under the 'Action' column

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/14/03 1:41 PM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

Course List Page Help ?

Course List

Agency: All Authorized

Course Code	Course Name	Agency	Attendance		Action
			Min	Max	
Add a new Course...					
AT101	About Training	070	5	25	List Classes...
STE105	Achieving Good Customer Service	070	26	28	List Classes...
CSC 461	Advanced Compiler Theory	070	10	20	List Classes...
STE210	Alcohol and Drug Testing Program	070	25	28	List Classes...
	Basic Accounting	009	0	10	List Classes...
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	Certification for State Contract Managers	070	10	28	List Classes...
	Change Happens: Dealing With It	070	26	36	List Classes...
MGT310	Coaching for Supervisors	070	12	36	List Classes...
333	Communicating Effectively in a Grant	406	10	25	List Classes...
	Communication Conflict: What Now?	070	20	36	List Classes...
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	Communication: Writing for Success II	070	10	36	List Classes...
	Communication: Writing for Success I	070	10	36	List Classes...
123	Counting	070	5	25	List Classes...
	Customer Service: Office Etiquette	070	15	28	List Classes...
	Customer Service: Practices	070	15	28	List Classes...

31. From the NEATS class list, click on 'Add a new Class.'

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/14/03 1:41 PM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

Class List Page Help ?

NEATS Class List

Course: STE105 - Achieving Good Customer Service

Start Date	Course	Primary Location	Instructor	Status	Action
Add a new Class...					
07/30/2003	Achieving Good Customer Service	Personnel-Training Pinon Room	** None **	Closed	Reopen... Reschedule... Cancel...
Add a new Class...					

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

32. Complete the form and click on 'Create.'

The screenshot shows the 'Welcome to NEATS' header with the Nevada state seal. The navigation bar includes 'Neats Home', 'Training', and 'Messages'. The session information in the top right corner reads: 'Session Started: 12/4/03 12:27 PM', 'Current User: tbuckner', and links for 'Site Help' and 'Logoff'. The main content area is titled 'New Class' and contains a 'Create New Class' form. The form fields are: 'Course Code' (dropdown menu showing 'Communication Conflict: What Now?'), 'Min Enrollment: 20', 'Course Name' (text field with 'Communication Conflict: What Now?'), 'Max Enrollment: 36', 'Prerequisites' (empty text area), 'Primary Location' (dropdown menu showing 'Stewart Facility Rm 216'), and 'Class Notes' (empty text area). At the bottom of the form, the 'Create' button is circled in red, next to a 'Cancel' button.

33. Click on the 'Edit Session Data.'

The screenshot shows the 'Welcome to NEATS' header with the Nevada state seal. The navigation bar includes 'Neats Home', 'Training', and 'Messages'. The session information in the top right corner reads: 'Session Started: 10/14/03 1:41 PM', 'Current User: tbuckner', and links for 'Site Help' and 'Logoff'. The main content area is titled 'Class Detail' and contains a 'Training Class Details' form. The form fields are: 'Course Code: STE105', 'Min Enrollment: 26', 'Course Name: Achieving Good Customer Service', 'Max Enrollment: 28', 'Sponsor Agency: 070 DEPARTMENT OF PERSONNEL', 'Course Fee: \$0.00', 'Course Description: Providing customer service in the public sector is a requirement as well as a challenge. Employees that deal with the public must respond to the diverse needs of their customers. This course is designed to assist State', 'Status: Open', 'Start Date: N/A', 'Current Enrollment: 0 View Roster', 'End Date: N/A', 'Instructor(s): Add Instructor(s)', 'Primary Location: Stewart Facility Rm 216', and 'Class Notes' (empty text area). At the bottom of the form, there is a table with columns: 'Session', 'Session Date', 'Start Time', 'End Time', and 'Location'. The table contains one row with the text 'No Sessions'. Below the table, the 'Edit Session Data...' link is circled in red. At the bottom of the page, there are buttons for 'Update', 'Close Class', 'Cancel Class', 'Delete', and 'Done'.



**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

34. Select the Session Date, Start Time, End Time and Location for the new class. Then Click 'Add'. The new class information will appear below the drop down menu. Click 'Apply'.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/14/03 1:41 PM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

Class Session Detail Page Help ?

**Training Class Sessions**

Course Code: STE105  
Course Name: Achieving Good Customer Service  
Primary Location: Stewart Facility Rm 216

Use the grid below to edit sessions for this class. To add a session enter the date, time and location and click "Add." To edit a session click the edit link, change the session and click "Update." When all your changes are complete, click apply.

Action	Session	Session Date	Start Time	End Time	Location	Action
Add		Oct 17 2003	8 am :00	5 pm :00	Stewart Facility Rm 216	Add
Delete... Edit...	1	Wed 10/15/2003	8:00 AM	5:00 PM	Stewart Facility Rm 216	Delete... Edit...
Delete... Edit...	2	Fri 10/17/2003	8:00 AM	5:00 PM	Stewart Facility Rm 216	Delete... Edit...

Apply Cancel

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

35. You will be directed to the Training Class Details page. In order to complete the entry, click 'Done'

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/14/03 1:41 PM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

Class Detail Page Help ?

**Training Class Details**

Course Code: STE105 Min Enrollment: 26  
Course Name: Achieving Good Customer Service Max Enrollment: 28  
Sponsor Agency: 070 DEPARTMENT OF PERSONNEL Course Fee: \$0.00  
Course Description: Providing customer service in the public sector is a requirement as well as a challenge. Employees that deal with the public must respond to the diverse needs of their customers. This course is designed to assist State

Status: Open Start Date: 10/15/2003  
Current Enrollment: 0 [View Roster](#) End Date: 10/17/2003  
Instructor(s): [Add Instructor\(s\)](#) Primary Location: Stewart Facility Rm 216  
Class Notes:

Session	Session Date	Start Time	End Time	Location
1	Wed 10/15/2003	8:00 AM	5:00 PM	Stewart Facility Rm 216
2	Fri 10/17/2003	8:00 AM	5:00 PM	Stewart Facility Rm 216

[Edit Session Data...](#)

Update Close Class Cancel Class Delete **Done**

**Adding an Instructor**

36. To add a new instructor, return to the 'Training Task Bar' and click on 'View/Edit Instructors.'

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

37. Click on 'Add a new Instructor.'

WELCOME TO NEATS  
Nevada Employee Action and Timekeeping System

Current User: cbaumann  
Site Help Logoff

Neats Home Time Employee Admin Training Messages

Instructor List Page Help ?

Training Task Bar

Personal Tasks  
View My Schedule  
Browse Courses  
Search Classes  
View My Transcript

Approval Tasks  
List Enrollment Requests

Administrative Tasks  
View/Edit Training Locations  
View/Edit Training Course  
View/Edit Instructors  
Search Students

Instructor List Settings

Agency: All Authorized

Refresh List

Name	Agency	Phone	Email
Add a new Instructor...			
ADAMS, JACOB	611	(775)684-7860	
ADAMS, IRENE	800	(702)671-6655	tbuckner@ifs.state.nv.us
ADAMS, IRENE	800	(702)671-6655	tbuckner@ifs.state.nv.us
ADAMS, JOHN	611	(702)486-2260	
ANDREWS, DAVID	611	(775)823-7200	
B, Thia	611	(775)267-9585	cbaumann@ifs.state.nv.us
BALLEW, SUSAN	409	(775)684-4438	cbaumann@ifs.state.nv.us
BAUMANN, CYNTHIA	070	(775)684-5418	cbaumann@ifs.state.nv.us
BAUMANN, CYNTHIA	409	(775)684-5418	cbaumann@ifs.state.nv.us
BAX, JOHN	611	(775)684-7800	
BROWN, JON	611	(702)486-2020	
BUCKNER, TRICIA	070	(775)684-8696	tbuckner@ifs.state.nv.us
BUCKNER, TRICIA	070	(775)684-8696	tbuckner@doit.state.nv.us
BUCKNER, TRICIA	182	(775)684-8696	tbuckner@doit.state.nv.us
BUCKNER, TRICIA	070	(775)684-8696	tbuckner@doit.state.nv.us

38. Designate whether the instructor is a state employee—If so, enter their Internal ID number.

WELCOME TO NEATS  
Nevada Employee Action and Timekeeping System

Session Started: 10/14/03 1:41 PM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

New Instructor Page Help ?

New Instructor

Is the Instructor a State of Nevada Employee paid by the central payroll application?

☒ Yes

Internal Employee ID:

☐ No

Next Cancel

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

**Note:** If the instructor is a state employee, click on 'Yes', enter their internal ID number, and then click 'Next.' Internal ID numbers can be downloaded from the HR-Data Warehouse. To get to the HR-DW, click on the HR-Data Warehouse link on your Home Page.

If the new instructor is not a state employee, click on 'No' and then 'Next'.  
Complete the Instructor Detail page and click 'Update'.

**Rescheduling a Class**

39. To reschedule a class, open the 'Training Task Bar' and click on 'Edit/View Training Courses.'

40. Find the Course, click on 'List Classes' and then 'Reschedule' for the class session you need to change.

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 1/29/04 1:08 PM  
Current User: cbaumann  
Site Help Logoff

Neats Home Time Employee Admin Training Messages

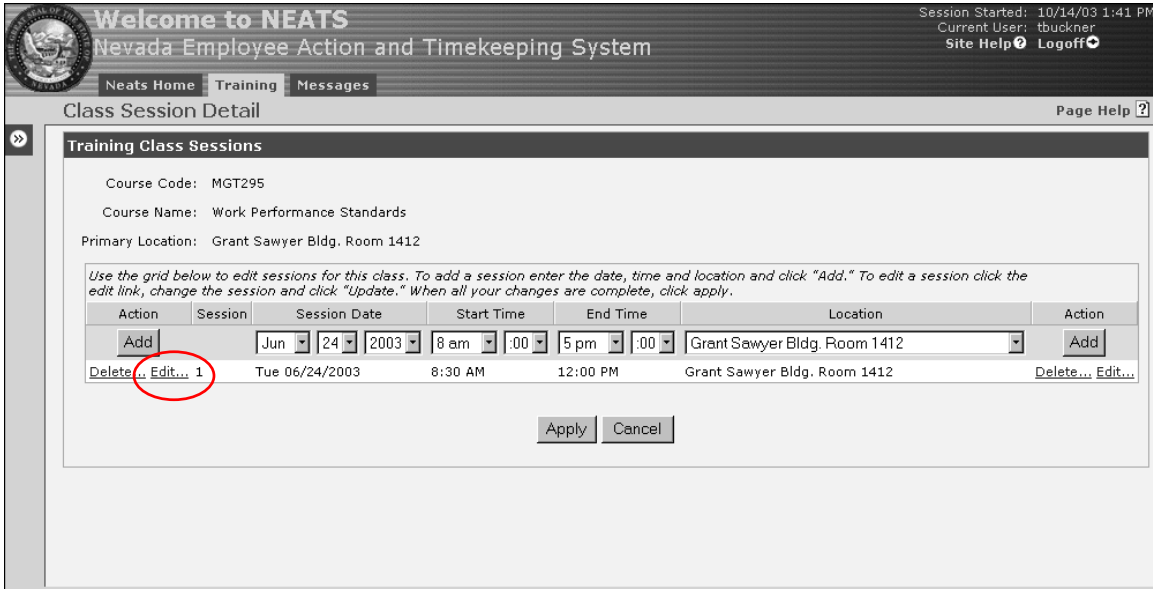
**Course List**

Agency: All Authorized

Course Code	Course Name	Agency	Attendance		Action
			Min	Max	
Add a new Course...					
DOP 100	ALL ABOUT HIRING	070	5	25	List Classes...
AT101	About Training	070	5	25	List Classes...
STE105	Achieving Good Customer Service	070	26	28	List Classes...
CSC 461	Advanced Compiler Theory	070	10	20	List Classes...
STE210	Alcohol and Drug Testing Program	070	25	28	List Classes...
	Basic Accounting	009	0	10	List Classes...
	Basic Accounting I	009	0	10	List Classes...
	Certification for State Contract Managers	070	10	28	List Classes...
	Change Happens: Dealing With It	070	26	36	List Classes...
DCFS	Child Welfare Eligibility	409	3	20	List Classes...
MGT310	Coaching for Supervisors	070	12	36	List Classes...
333	Communicating Effectively in a Grant	406	10	25	List Classes...
	Communication Conflict: What Now?	070	20	36	List Classes...
	Communication: Back to the Basics	070	25	28	List Classes...
	Communication: Effective Writing	070	26	32	List Classes...
	Communication: Listen Up	070	25	36	List Classes...
	Communication: What's My Style?	070	25	28	List Classes...

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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41.	At Class Session Details page, click on 'Edit'
	 <p>The screenshot displays the 'Class Session Detail' page in the NEATS system. At the top, there's a header with the Nevada state seal and 'Welcome to NEATS Nevada Employee Action and Timekeeping System'. Below this are tabs for 'Neats Home', 'Training', and 'Messages'. The main content area is titled 'Class Session Detail' and shows course information: Course Code: MGT295, Course Name: Work Performance Standards, and Primary Location: Grant Sawyer Bldg. Room 1412. A table titled 'Training Class Sessions' contains one session entry. The session details are: Session 1, Date: Tue 06/24/2003, Start Time: 8:30 AM, End Time: 12:00 PM, Location: Grant Sawyer Bldg. Room 1412. The 'Edit...' link for this session is circled in red. Below the table are 'Apply' and 'Cancel' buttons.</p>
42.	Make the necessary changes to the session and click 'Update'. You must click 'Apply' for the changes to be final.

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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43. When changes are applied, the Class Change window will appear, requesting a determination. The administrator rescheduling the class must determine if students should be moved or dropped.

Note: If there are students enrolled in the class the following window will appear. If there are no students enrolled, you will not get this window.

Click on 'Move students to the new class' or 'Drop students – Re-enrollment required'. Make necessary notes and then click 'Submit'

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/13/03 12:27 PM  
Current User: tbuckner  
Site Help Logoff

Neats Home Time Training Messages

Change Class - Student Action Page Help

**Class Change - Student Action**

Course Code: MGT410 Course Name: How to Set & Achieve Goals

**Original Class Schedule:**

Session	Session Date	Start Time	End Time	Location
1	Wed 10/29/2003	8:30 AM	4:30 PM	Stewart Facility Rm 216

**Revised Class Schedule:**

Session	Session Date	Start Time	End Time	Location
1	Wed 10/29/2003	8:30 AM	4:30 PM	Stewart Facility Rm 216

**Student Roster Action:**

☒ Move students to the new class  
☐ Re-approvals Required

- OR -

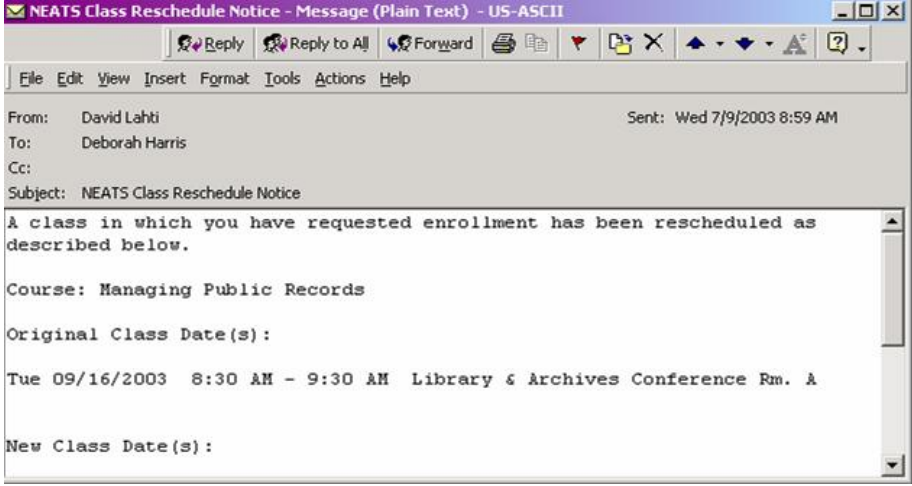
☐ Drop students - Re-enrollment required

Comments to Students:


Submit Cancel

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Department of Personnel  
Agency Procedures  
NEATS Employee Development**

---

44.	Students will receive an email notifying them the class has been rescheduled or dropped.
	
	<b>Evaluating Students</b>
45.	To evaluate a specific student, go to the Training Task Bar; Click on “View/Edit Training Courses”; find the course and click on “List Classes”; at NEATS Class List Page choose the specific class which takes you to the Training Class Details page and click on ‘View Roster’.

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 12/4/03 12:27 PM  
Current User: tbuckner  
[Site Help](#) [Logoff](#)

[Neats Home](#) [Training](#) [Messages](#)

**Class Detail** [Page Help](#)

**Training Class Details**

Course Code: STE210Min Enrollment: 25

Course Name: Alcohol and Drug Testing ProgramMax Enrollment: 36

Sponsor Agency: 070 DEPARTMENT OF PERSONNELCourse Fee: \$0.00

Course Description: NRS 284.4069 requires all managers and supervisors to attend this course. If there is a decline in an employee's job performance, the decline could, but not necessarily, be alcohol or drug abuse related. Therefore, the procedure that all supervisors and managers are required to follow is

Status: OpenStart Date: 11/24/2003

Current Enrollment: 1 [View Roster](#)End Date: 11/24/2003

Instructor(s): [Add Instructor\(s\)](#)Primary Location: Stewart Facility Rm 216

Class Notes:

Session	Session Date	Start Time	End Time	Location
1	Mon 11/24/2003	8:00 AM	5:00 PM	Stewart Facility Rm 216


[Edit Session Data...](#)

[Enroll](#) [Update](#) [Close Class](#) [Cancel Class](#) [Done](#)



**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

46. Click on 'Enter Evaluation' under Actions for the student.



Welcome to NEATS

Nevada Employee Action and Timekeeping System

Session Started: 12/4/03 12:27 P  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

Class Roster

Page Help

»

**Training Class Roster**

Course Code: 989898

Min Enrollment: 1

Course Name: How to be a Help Desk Employee

Max Enrollment: 25

Status: Cancelled

Current Enrollment: 2

[Enroll a New Student...](#)

**Enrolled Students**

Student Name	User ID	Phone	Email	Agency	Evaluation Completed	Action
BUCKNER, TRICIA	tbuckner	(775)684-8696	tbuckner@ifs.state.nv.us	070	Y	Drop... Enter Evaluation
BUCKNER, TRICIA	tbuckner	(775)684-8696	tbuckner@ifs.state.nv.us	070	Y	View Evaluation...

Use the controls below to enter evaluations for all students in the class for whom an evaluation has not already been entered. The data from this form will be used for each evaluation.

Attendance: Complete

Status: N/A

Grade:

Apply...

**Pending Enrollment Requests**

Student Name	User ID	Agency	Action
No Pending Enrollment Requests			

Mail Merge...


Print Class Roster...

Done

47. Complete the form with comments on the student's performance, and 'Submit.'

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

---

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/16/03 11:04 AM  
Current User: tbuckner  
[Site Help](#) [Logoff](#)

Neats Home Training Messages

Enter Student Evaluation Page Help ?

>>


**Student Evaluation**

Student Name: DEBUSK, ANNETTE	Agency: 070
Internal Empl ID: 0000009889	Organization: 1363
User ID: adebusk	Work Location: CCPER


Course Code:	Start Date: 08/14/2003
Course Name: Change Happens: Dealing With It	End Date: 08/14/2003
Location: Grant Sawyer Bldg. Room 1412	Instructor: ** None **

Attendance: <input type="text" value="Complete"/>	Status: <input type="text" value="N/A"/>
Grade: <input type="text"/>	<i>Enter a valid number 0-100, if appropriate</i>
Comments: <div></div>	

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Department of Personnel  
Agency Procedures  
NEATS Employee Development**

48.	To enter the same evaluation text for all students in the class, complete the dropdowns and click on 'Submit.'																													
49.	To view an evaluation submitted for a student, click on 'View Evaluation'...																													
	<div><div><div><div><div></div><div><b>Welcome to NEATS</b></div><div>Nevada Employee Action and Timekeeping System</div><div><div>Neats Home</div><div>Training</div><div>Messages</div></div></div><div>Session Started: 12/4/03 12:27 P Current User: tbuckner Site Help Logoff</div></div><div>Class Roster</div><div>Page Help</div><div><div>»</div><div><div><b>Training Class Roster</b></div><div><div>Course Code: 989898</div><div>Min Enrollment: 1</div><div>Course Name: How to be a Help Desk Employee</div><div>Max Enrollment: 25</div><div>Status: Cancelled</div><div>Current Enrollment: 2</div></div><div><a href="#">Enroll a New Student...</a></div><div><div><b>Enrolled Students</b></div><table><thead><tr><th>Student Name</th><th>User ID</th><th>Phone</th><th>Email</th><th>Agency</th><th>Evaluation Completed</th><th>Action</th></tr></thead><tbody><tr><td>BUCKNER, TRICIA</td><td>tbuckner</td><td>(775)684-8696</td><td>tbuckner@ifs.state.nv.us</td><td>070</td><td>Y</td><td>Drop... Enter Evaluation...</td></tr><tr><td>BUCKNER, TRICIA</td><td>tbuckner</td><td>(775)684-8696</td><td>tbuckner@ifs.state.nv.us</td><td>070</td><td>Y</td><td><b>View Evaluation...</b></td></tr></tbody></table><div><div>Use the controls below to enter evaluations for all students in the class for whom an evaluation has not already been entered. The data from this form will be used for each evaluation.</div><div><div>Attendance: Complete</div><div>Status: N/A</div><div>Grade: </div><div>Apply...</div></div></div><div><div><b>Pending Enrollment Requests</b></div><table><thead><tr><th>Student Name</th><th>User ID</th><th>Agency</th><th>Action</th></tr></thead><tbody><tr><td colspan="4">No Pending Enrollment Requests</td></tr></tbody></table><div><div>Mail Merge...</div><div>Print Class Roster...</div><div>Done</div></div></div></div></div></div></div></div>	Student Name	User ID	Phone	Email	Agency	Evaluation Completed	Action	BUCKNER, TRICIA	tbuckner	(775)684-8696	tbuckner@ifs.state.nv.us	070	Y	Drop... Enter Evaluation...	BUCKNER, TRICIA	tbuckner	(775)684-8696	tbuckner@ifs.state.nv.us	070	Y	<b>View Evaluation...</b>	Student Name	User ID	Agency	Action	No Pending Enrollment Requests			
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Student Name	User ID	Agency	Action																											
No Pending Enrollment Requests																														
	<p><b>NOTE:</b> Class evaluations can be read and printed from the Employee Development module of the Human Resources Data Warehouse (HRDW). For access to the HRDW please contact the IFS-HR Help Desk at 684-8696.</p>																													

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

	<h2>Creating Class Certificates</h2>																																																																																																																																																												
	<h3>Policy on Creating Certificates</h3> <p>The creating of certificates is the responsibility of the sponsor agency of the class</p>																																																																																																																																																												
50	To create certificates, 'Browse Classes' on the Training Task Bar. From 'Browse Classes', select the class requiring certificates.																																																																																																																																																												
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51.	Once 'Course Details' opens, click on 'List Classes.'																																																																																																																																																												
52.	Click on the 'Class.'																																																																																																																																																												

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

53. Click on 'View Roster.'

**Welcome to NEATS**  
Nevada Employee Action and Timekeeping System

Session Started: 10/16/03 11:04 AM  
Current User: tbuckner  
Site Help Logoff

Neats Home Training Messages

Class Detail Page Help

**Training Class Details**

Course Code: Min Enrollment: 26  
Course Name: [Change Happens: Dealing With It](#) Max Enrollment: 36  
Sponsor Agency: 070 DEPARTMENT OF PERSONNEL Course Fee: \$0.00  
Course Description: Change is a constant in our lives both professional and personally. In this class, we will discover how each of us deals with change. We will be using the presentation created from the book "Who Moved My Cheese". The book has

Status: **Open** Start Date: 08/14/2003  
Current Enrollment: 4 [View Roster](#) End Date: 08/14/2003  
Instructor(s): [Add Instructor\(s\)](#) Primary Location: Grant Sawyer Bldg. Room 1412  
Class Notes:

Session	Session Date	Start Time	End Time	Location
1	Thu 08/14/2003	8:30 AM	12:00 PM	Grant Sawyer Bldg. Room 1412

[Edit Session Data...](#)

Enroll Update Close Class Cancel Class Done

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

54. Click on 'Mail Merge.' Save the file to your computer.

The screenshot shows the NEATS (Nevada Employee Action and Timekeeping System) interface. At the top, there's a header with the Nevada state seal and the text "Welcome to NEATS Nevada Employee Action and Timekeeping System". Navigation links include "Neats Home", "Training", and "Messages". A session status bar indicates "Session Started: 10/16/03 11:04 AM", "Current User: tbuckner", and links for "Site Help" and "Logoff".

The main content area is titled "Class Roster" and "Training Class Roster". It displays course information: "Course Code:", "Min Enrollment: 26", "Course Name: Change Happens: Dealing", and "Status: Open". There is a link "Enroll a New Student...".

A "File Download" dialog box is open in the center. It contains the following text: "Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file." The file details are: "File name: ClassRoster-1536.csv", "File type: Microsoft Excel Comma Separated Values File", and "From: ruby.state.nv.us". Below this, it asks "Would you like to open the file or save it to your computer?" with buttons for "Open", "Save", "Cancel", and "More Info". The "Save" button is circled in red. A checkbox "Always ask before opening this type of file" is checked.

Below the dialog box, there's a table for "Enrolled Students" with columns "Student Name" and "User ID". The table lists four students: DEBUSK, ANNETTE (adebusk), FRIBERG, KRISTEN (kfriberg), SALCIDO, ROBERT (rsalcido), and WHITLEY, RICHARD (dwhitle1).

At the bottom, there's a section for "Pending Enrollment Requests" with columns "Student Name", "User ID", "Agency", and "Action". It shows "No Pending Enrollment Requests".

At the very bottom, there are three buttons: "Mail Merge...", "Print Class Roster...", and "Done".

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

55.

Click 'Close'

The screenshot displays the NEATS (Nevada Employee Action and Timekeeping System) interface. At the top, a banner reads "Welcome to NEATS Nevada Employee Action and Timekeeping System" with navigation links for "Neats Home", "Training", and "Messages". The top right corner shows session information: "Session Started: 10/16/03 11:04 AM", "Current User: tbuckner", and links for "Site Help" and "Logoff".

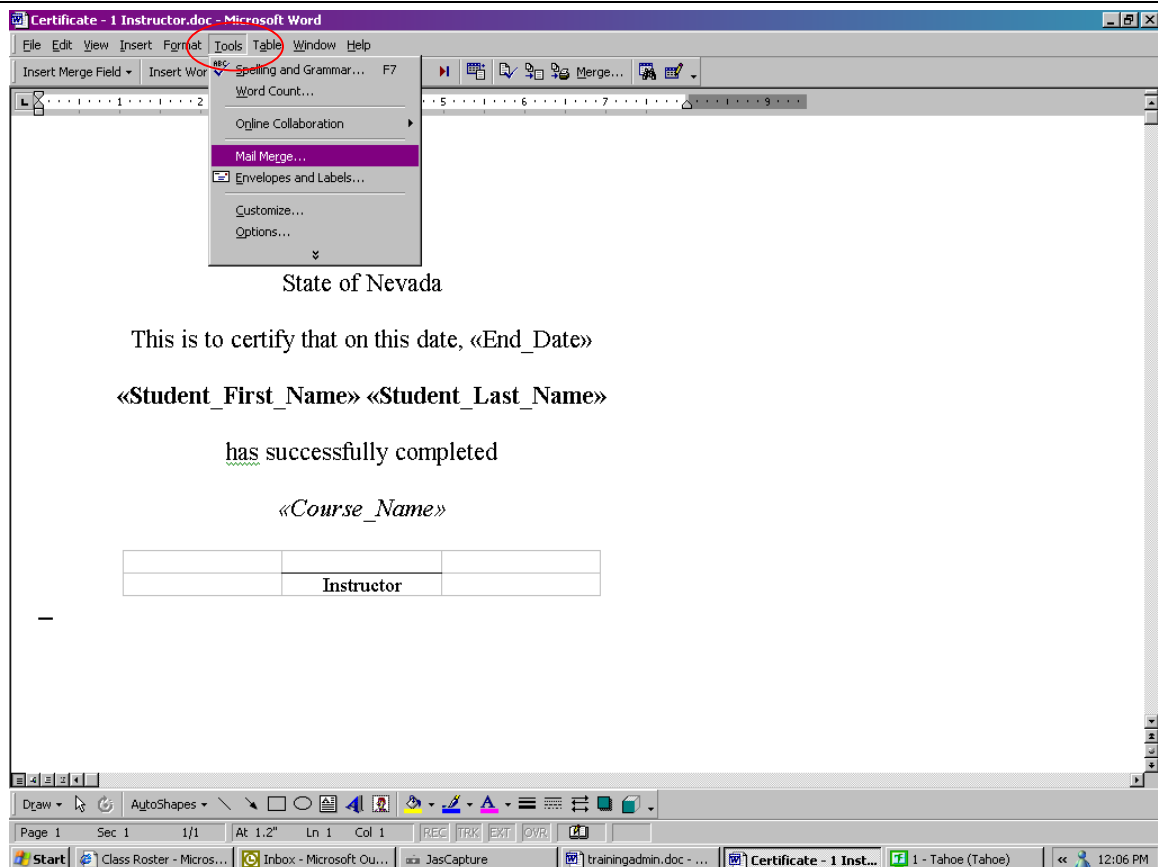
The main content area is titled "Class Roster" and "Training Class Roster". It displays course details for "Change Happens: Dealing With It" (Course Code: 5036, Min Enrollment: 26, Max Enrollment: 36, Status: Open). Below this is a table of "Enrolled Students" with columns for Student Name and User ID. The table lists three students: DEBUSK, ANNETTE (adebusk), FRIBERG, KRISTEN (kfriberg), and SALCIDO, ROBERT (rsalcido). A "Download complete" dialog box is overlaid on the interface, showing that the file "ClassRoster-1536.csv" has been saved to "C:\Documents...\ClassRoster-5036.csv". The dialog box includes buttons for "Open", "Open Folder", and "Close", with the "Close" button highlighted by a red circle.

Below the enrolled students table, there are controls for "Attendance" (set to "Complete"), "Status" (set to "N/A"), and "Grade" (empty). An "Apply..." button is also present. At the bottom, there is a section for "Pending Enrollment Requests" which is currently empty, and buttons for "Mail Merge...", "Print Class Roster...", and "Done".

**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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56. Open the certificate template you've saved in Microsoft Word. Click on 'Tools/Mail Merge.'



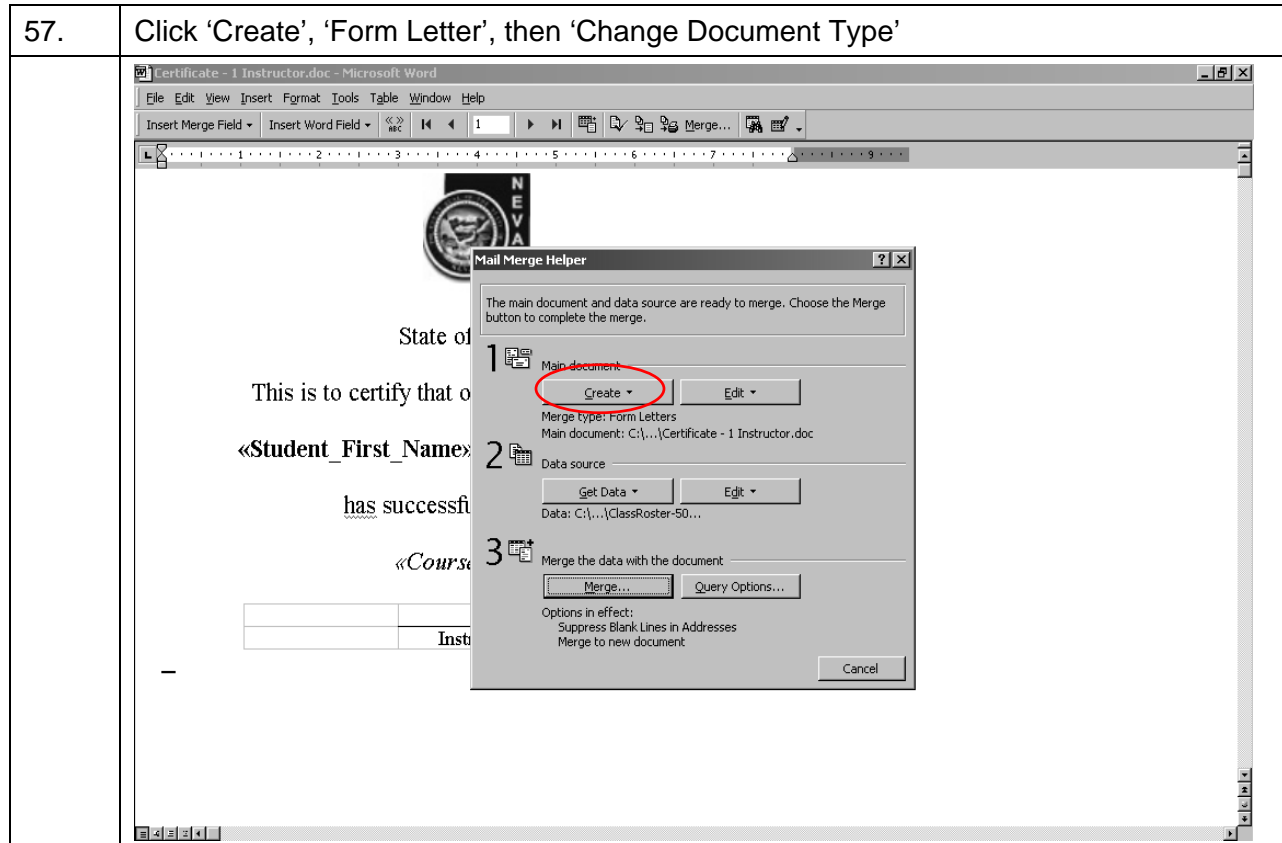
NOTE: You can download the certificate template from the IFS website (under procedures) and/or the Department of Personnel website (under Training) and save the file in Microsoft Word for future use.



**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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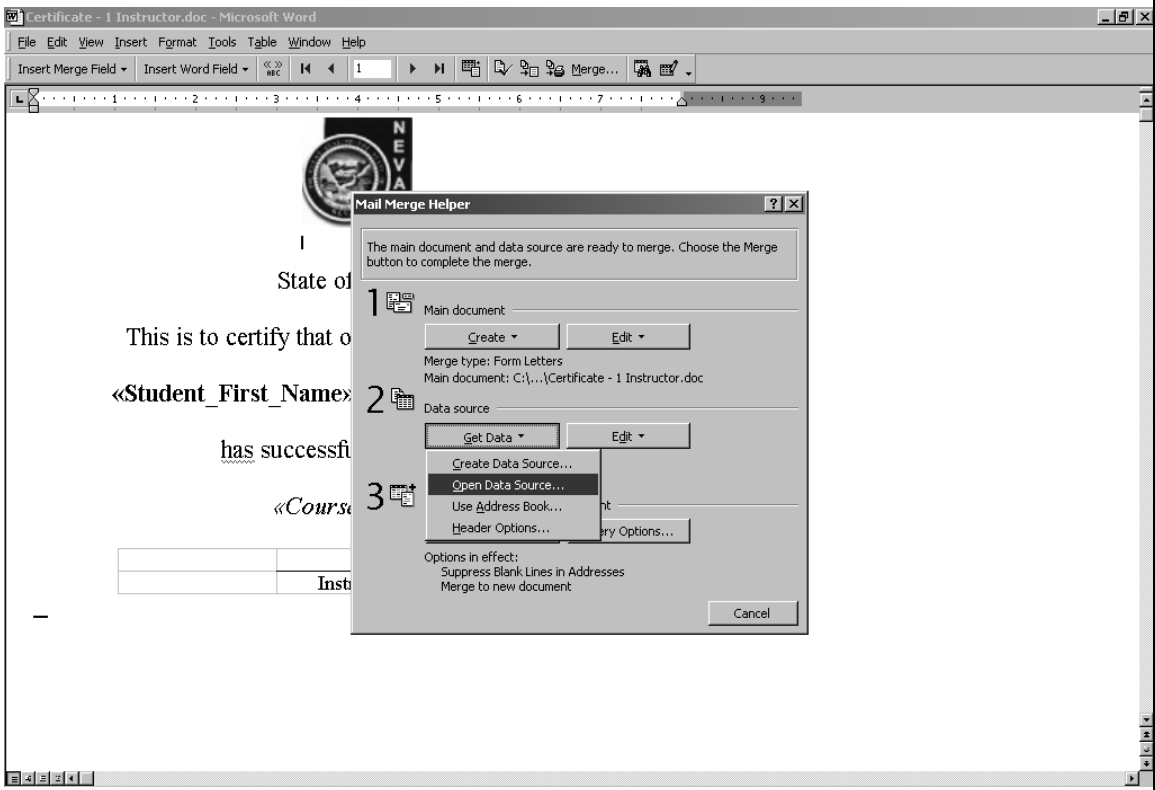
57. Click 'Create', 'Form Letter', then 'Change Document Type'



**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

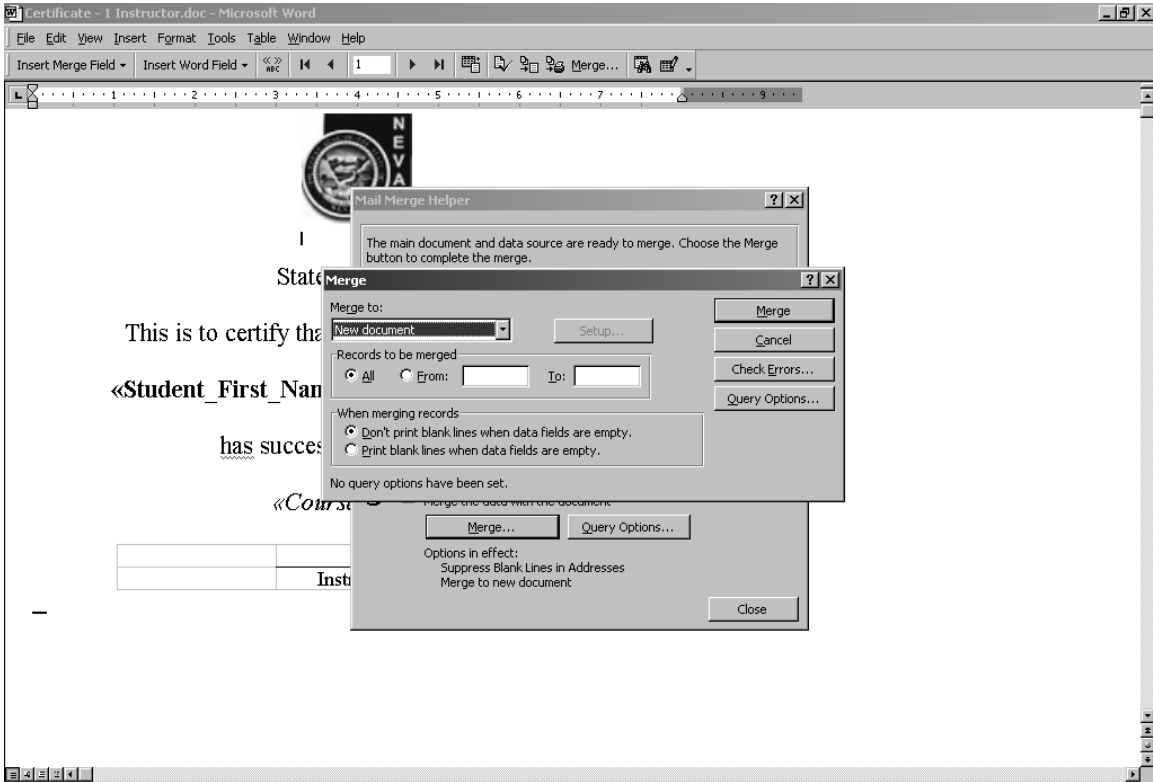
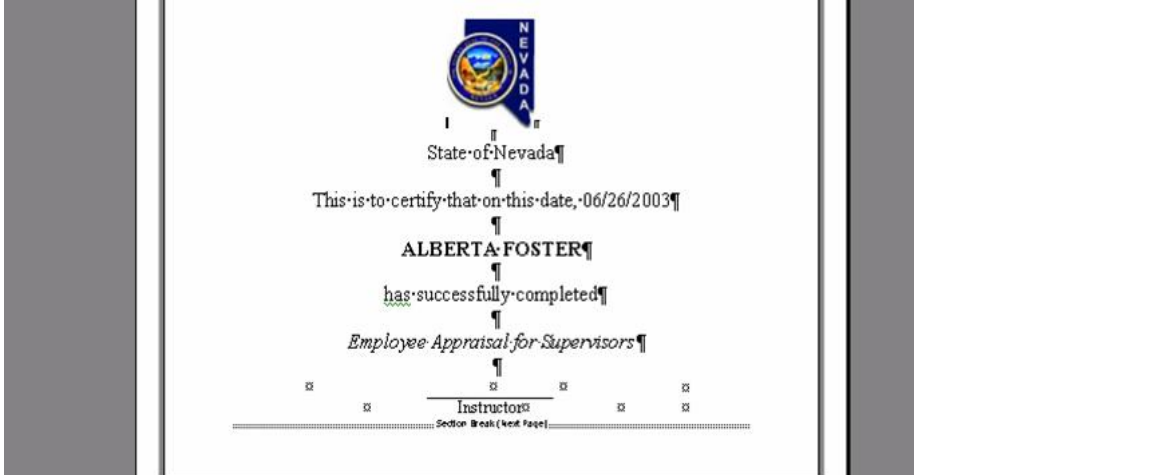
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58. Click 'Get Data'. Open the file you saved to your computer in step 54.



**State of Nevada  
Department of Personnel  
Agency Procedures  
NEATS Employee Development**

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59.	Click 'Merge', then click 'Merge' again
	
60.	Your merge has been completed. Print certificates. Mail merge processes vary in accordance with your version of Microsoft Word. Check your software documentation for further instructions on the mail merge process.
	

N:\WPDOCS\Training\Procedures Manual\NEATS Revised 11-1-03\01-30-32 Training Administrator Procedures